



Provided by: Virginia Department of Social Services (VDSS)
Administered by: Northern Virginia Community College (NVCC)
1-866-636-1608 OR 703-257-6579
Email: childcare.scholarship@nvcc.edu
Web site: <http://www.dss.virginia.gov/family/cc/scholarship.html>

Revised: May 2006

PACKET CONTENTS

1. The form and instructions needed to apply for a scholarship
2. Program eligibility information
3. Directions on how to obtain additional program materials

Important Instructions About The Application

1. You **MUST** have applied for admission and have been accepted by the school of your choice before this application can be processed.
2. If you attend a community college, you must provide us with your college-assigned "Empl. ID" number. Contact your college's counseling center if you have any questions about obtaining a college identification number.
3. You must answer all relevant questions on the one-page application and certify the truth of your answers.
4. You must understand and follow the requirements of the Scholarship Program.
5. **Northern Virginia Community College must receive the application during the established application period. Your application must be postmarked no later than the last day of the application period.**
6. **The application periods are: Spring semester: October 15 – December 15; Summer semester: March 15 – May 1; and Fall semester: June 1 – August 10.**
7. We highly recommend that you mail your application no less than 3 weeks prior to the registration deadline at your institution. This should allow sufficient time for NVCC to receive and process your application.
8. By law, applications are processed in the order in which they are received and may not be processed out of order. Therefore, you need to allow for peak volume periods.
9. Most applications are processed within 7-10 days of receipt, so applicants should receive notification within 21 days of mailing their applications. Please allow a minimum of 21 days from the date the application form was mailed before inquiring about the status of the application. This will help expedite the application process for everyone.



Please send completed application to:
Northern Virginia Community College
Virginia Child Care Provider Scholarship Program
6901 Sudley Road, MH 4th floor
Manassas, VA 20109

Note: We do not accept emailed or faxed applications.

Professional Development for Child Care

A statewide professional development system for child care providers is currently being designed. The system will include core competencies and a career lattice for early childhood practitioners. One of the first steps in developing this system was a review of the Virginia Child Care Provider Scholarship Program (VCCPSP – “the Program”) and how the Program relates to the needs of the child care industry. All courses required for a certificate or degree in the early childhood education field now may be approved for payment through the VCCPSP, as funding allows. This practice will better guide providers through their career path while supporting the professionalism of the industry. Child care teachers and directors are essential contributors to Virginia’s workforce and economy, and we value their efforts to improve the quality of child care by increasing their knowledge and skills in early care and education.

Maximum Award Amount

The maximum benefits allowable for the Scholarship Program include either 8 classes or a maximum lifetime award of \$1,707.60, whichever comes first. The scholarship award pays the cost of tuition and the technology fee for up to two courses per semester, up to the maximum lifetime award. Any additional fees, travel, or expenses (such as books) are the responsibility of the student.

Note: In-state students have an advantage over out-of-state students, because their scholarship dollars stretch further with in-state tuition rates. Virginia employers may contract with community colleges, under a “Special Arrangement Contract,” to use the in-state tuition rate for employees who live out-of-state. Check with your college Business Office for details. Check with your college’s Admissions and Records Office/Student Services Center if you have any questions about your tuition rate status. If you are new to Virginia, you may want to establish residency before applying for a scholarship.

Eligibility Information

The applicant must meet all of the following criteria (Regulation 22 VAC 40-690-30).

1. Be an employee of a child care program located in Virginia, OR a Virginia resident (as defined by the Code of Virginia) who is employed in a non-Virginia child care program, OR a Virginia resident (as defined by the Code of Virginia) who intends to become employed in child care.
2. Select a Program-approved course for which she/he has not previously received a scholarship.
3. Have no more than three past occurrences of the following: (a) received an award and did not register for the class; (b) withdrew from the awarded class after the add/drop deadline and did not complete the course; or (c) received a failing grade for an awarded course.

Students are encouraged to work toward completing an early childhood certificate or degree program. However, students who have completed all of their certificate or degree program course requirements and have not used their full lifetime benefit will remain eligible to apply for additional scholarships. The VCCPSP provides documents that explain program and employment information. These documents can be obtained by: (1) using the VDSS Web site (<http://www.dss.virginia.gov/family/cc/scholarship.html>) or (2) calling the Program’s hotline.

Payment

This program does not reimburse community college students. The program directly pays the colleges. You should apply for the scholarship before you register, or apply in a timely manner after you register, so that a decision can be made on your scholarship request prior to your institution’s payment deadlines. If you pay for the course because you have not yet received an award letter from this Program, it is your responsibility to ensure that the college policies allow reimbursement to you upon notification of a scholarship award. The Program will notify the educational institutions’ financial aid offices of any VCCPSP awards.

Changes in Your Plans Regarding the Scholarship

By the last day to add/drop, students must inform the VCCPSP **in writing** if: 1) the awarded course is no longer available and request to substitute another approved course, or 2) they will not be using their scholarship.

VIRGINIA CHILD CARE PROVIDER SCHOLARSHIP PROGRAM

Administered by Northern Virginia Community College

Directions: Please READ CAREFULLY and complete all relevant sections.

1. SEMESTER - Indicate the semester and year for which you are requesting a scholarship. **APPLICATIONS WILL BE ACCEPTED ONLY DURING THE DESIGNATED DATES.**

- ☐ FALL 20__ (Application period: June 1 – August 10)
☐ SPRING 20__ (Application period: October 15 – Dec 15)
☐ SUMMER 20__ (Application period: March 15 – May 1)

2. PERSONAL INFORMATION

Full Legal Name: First _____ MI _____ Last _____

Social Security Number: _____ - _____ - _____

College Assigned Student Number (Empl. ID)* _____

***You MUST provide us with your college ID number.**

Home Address Street: _____

City _____ State _____ Zip _____

Telephone: (____) - _____ FAX (____) - _____

Personal Email Address: _____

Your highest educational level :

- | | |
|--|---|
| <input type="checkbox"/> high school graduate/GED | <input type="checkbox"/> did not complete high school |
| <input type="checkbox"/> 1-year early childhood certificate | <input type="checkbox"/> career studies certificate |
| <input type="checkbox"/> bachelor degree <input type="checkbox"/> master | <input type="checkbox"/> associate degree |
| <input type="checkbox"/> other (please list) _____ | <input type="checkbox"/> doctorate degree |

Your tuition category: ☐ in-state ☐ out-of-state

Have you applied for a scholarship in the last year? ☐ yes ☐ no

3. EMPLOYMENT INFORMATION

Are you currently employed in child care? ☐ yes ☐ no

a. If no, please certify that you intend to become employed in child care in
Virginia by checking this box and providing a telephone number where you may
be reached during the day. (You may skip to #4.)

☐ Daytime Telephone: (____) - _____ Ext. _____

b. If yes, complete subsections c. -f.

YOUR INFORMATION

c. How long have you worked in child care?

- ☐ 0-2 years ☐ 3-5 years ☐ 6-9 years ☐ 10+ years

d. With what age groups do you work?

- ☐ Infants only (up to 16 mo.) ☐ Toddlers only (16 mo.-2 yrs.)
☐ Preschoolers only (2 yrs.-5 yrs.) ☐ School-age only (5 yrs.-12 yrs.)

Mixed: (check all that apply)

- ☐ Infants ☐ Toddlers ☐ Preschoolers ☐ School-age

EMPLOYER INFORMATION

e. Please indicate type of facility where you are employed:

- | | |
|--|---|
| <input type="checkbox"/> Licensed Center | <input type="checkbox"/> Religiously Exempt Center |
| <input type="checkbox"/> Certified Preschool | <input type="checkbox"/> School Education & Care Program |
| <input type="checkbox"/> Licensed Head Start | <input type="checkbox"/> Unlicensed Head Start |
| <input type="checkbox"/> Licensed Family Home | <input type="checkbox"/> Voluntarily Registered Family Home |
| <input type="checkbox"/> Family Day System Home | <input type="checkbox"/> Local DSS Approved Family Home |
| <input type="checkbox"/> Unregulated Family Home | <input type="checkbox"/> Other (specify :) _____ |

f. Child Care Program Information:

Business Name: _____

Street Address: _____

City _____ State _____ Zip _____

Telephone: (____) - _____ FAX (____) - _____

Email Address: _____

4. ALL STUDENTS COMPLETE THIS SECTION.

Provide below the name of the institution that you are planning to attend. If you are requesting scholarships for two courses at two different institutions, please complete both lines below.
[See the list of the approved institutions.](#)

College 1: _____

College 2: _____

5. ONLY COMMUNITY COLLEGE STUDENTS COMPLETE THIS SECTION.

Provide below the course number(s) and title(s) of the courses for which you are requesting a scholarship. You may select up to two courses.

Course 1: Number _____ Title _____

Course 2: Number _____ Title _____

OR

6. ONLY FOUR-YEAR COLLEGE/UNIVERSITY STUDENTS COMPLETE THIS SECTION.

Provide below the number(s) and title(s) of the undergraduate course(s) for which you are requesting a scholarship and the equivalent community college course(s) listed on page 2 of this application. (You may select up to two undergraduate courses.) A course will only be approved if it is comparable to an approved community college course. ****You must submit a course description for the course(s) for which you are requesting a scholarship.**

Course 1: Number _____ Title _____

Course 2: Number _____ Title _____

Equivalent community college course number or title:

Course 1: Number _____ Title _____

Course 2: Number _____ Title _____

****Requested course description attached?** ☐ yes ☐ no

7. SIGNATURE AND DATE

My signature declares under penalty of perjury that all information provided is complete and true. I have read and understand the information regarding my eligibility to participate in this Program and qualifications to be employed in child care in Virginia. I give my permission for the college/university to release my grade(s) to the Northern Virginia Community College (NVCC) and for NVCC to share relevant information pertaining to my request with VDSS and the selected institution. I agree to participate in providing any additional information that is required of scholarship recipients to NVCC. I also give my permission for the Program to share my scholarship information with my college's Financial Aid Office.

Signature

Date: ____/____/____
mm/dd/yyyy

APPROVED COMMUNITY COLLEGE COURSES

ONLY THOSE COURSES LISTED BELOW ARE CURRENTLY APPROVED FOR THIS PROGRAM.

***** *All CHD classes are now approved* *****

The following are approved, but the scholarship program will only pay for ONE from each category:

Information Technology Essentials:

Intro. to Computer Applications & Concepts (ITE 115)
Survey of Computer Software (ITE 116)
Technology for Teachers (ITE 295)

Mathematics

Intro to Mathematics (MTH 120)
Mathematics for the Liberal Arts I (MTH 151)
Mathematics for the Liberal Arts II (MTH 152)

Sociology

Principles of Sociology (SOC 200)
Rural Sociology (SOC 205)
Sociology of the Family (SOC 215)
Child-Parent Community Relations (SOC 216)
Social Problems (SOC 268)

Business

Business Math I (BUS 121)
Small Business Management (BUS 165)

Miscellaneous:

Music Appreciation (MUS 121)
Lifetime Fitness & Wellness (PED 116)
Introduction to Human Services (HMS 100)
The Helper as a Change Agent (HMS 227)
American National Politics (PLS 135)
U.S. Government I (PLS 211)
U.S. History I (HIS 121)
U.S. History II (HIS 122)

The following classes are approved, but the Scholarship Program will only pay for TWO from each category:

Education:

Introduction to Education (EDU 100)
Parent Education (EDU 155)
Single Parent Families (EDU 156)
Techniques of Observation in Early Education (EDU 160)
Introduction to Teaching as a Profession (EDU 200)
Audiovisual Materials and Computer Software (EDU 225)
Health, Safety, and Nutrition Education (EDU 235)

English:

Basic Occupational Communication (ENG 100)
Practical Writing I (ENG 101)
Practical Writing II (ENG 102)
College Composition I (ENG 111)
College Composition II (ENG 112)
Analytical Reading and Logical Thinking (ENG 136)
Children's Literature (ENG 150)

Health:

First Aid and Cardiopulmonary Resuscitation (HLT 100)
Cardiopulmonary Resuscitation (HLT 105)
First Aid and Safety (HLT 106)
Concepts of Personal and Community Health (HLT 110)
Child Health and Nutrition (HLT 135)

Psychology:

Principles of Applied Psychology (PSY 100)
Human Relations (PSY 120)
Psychology for Business and Industry (PSY 126)
Child Care Psychology (PSY 135)
Principles of Psychology (PSY 200)
Introduction to Psychology I (PSY 201)
Social Psychology (PSY 216)
Developmental Psychology (PSY 230)
Lifespan Human Development I (PSY 231)
Child Psychology (PSY 235)

For persons who are pursuing a career studies certificate, advanced career studies certificate, or a one-year certificate in a child care program, the following additional courses are approved:

- College Success Skills (SDV/STD 100)
- Intercultural Communication (SPD 229)

The following classes are also approved for students in the PAVE Program:

Beginning Skills in Early Childhood Education (CHD 80)
Creative Activities for Children (CHD 85)
Awareness of Child Development: Problems/Policies (CHD 87)
Coordinated Internship in Childhood Development (CHD 90)
First Aid & CPR for Child Care Assistants (HLT 85)
Integrated Basic Academic/Life Skills (STD/SDV 80)
Social Skills Development (SOC 85)
Spelling and Vocabulary Study (ENG 02)

Participating Public and Private Colleges

PUBLIC: COMMUNITY COLLEGES

Blue Ridge Community College
Central Virginia Community College
Dabney S. Lancaster Community College
Danville Community College
Eastern Shore Community College
Germanna Community College
J. Sergeant Reynolds Community College
John Tyler Community College
Lord Fairfax Community College
Mountain Empire Community College
New River Community College
Northern Virginia Community College

Patrick Henry Community College
Paul D. Camp Community College
Piedmont Virginia Community College
Rappahannock Community College
Southside Virginia Community College
Southwest Virginia Community College
Thomas Nelson Community College
Tidewater Community College
Virginia Highlands Community College
Virginia Western Community College
Wytheville Community College

PUBLIC TWO-YEAR AND FOUR-YEAR INSTITUTIONS

Christopher Newport University
College of William and Mary
George Mason University
James Madison University
Longwood College
Mary Washington College
Norfolk State University
Old Dominion University

Radford University
Richard Bland College
University of Virginia
University of Virginia at Wise
Virginia Commonwealth University
Virginia Polytechnic and State University
Virginia State University

Averett College
Bluefield College
Bridgewater College
Eastern Mennonite University
Emory and Henry College
Ferrum College
Hampden-Sydney College
Hampton University
Hollins University
Liberty University
Lynchburg College
Mary Baldwin College
Marymount University
Patrick Henry College
Randolph-Macon College

Randolph-Macon Women's college
Roanoke College
Saint Paul's College
Shenandoah University
Southern Virginia College
Sweet Briar College
Tidewater Tech
University of Management & Tech
University of Northern Virginia
University of Richmond
Virginia Intermont College
Virginia Union University
Virginia University of Lynchburg
Virginia Wesleyan College
Washington and Lee University